

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 1997 - JUNE 30, 1998**

1. DEPARTMENT/COURT INFORMATION:Department/Court: Department of the Public DefenderDivision/Branch: Vista Branch/Legal, Investigations, and Clerical**2. VOLUNTEER PROGRAM BENEFITS:**

- a. GENERAL VOLUNTEER (this section should include community volunteer, student intern groups, corporations, etc.)

<u>No. Vol.</u>	<u>10</u>	<u>Hours</u>	<u>1,284</u>	<u>x \$18.74</u>	<u>= \$ 23,513.95</u>
-----------------	-----------	--------------	--------------	------------------	-----------------------

Types of work performed by GENERAL VOLUNTEERS in this category: clerical - filling, inventory, shipping to storage facility/investigator Interns - assist in serving subpoenas, taking photos, drawing diagrams, putting together court exhibits

- b. INSTITUTIONAL VOLUNTEER (this section should include court referrals, honor camp inmates, PIC/RSTC, GAIN, etc.)

<u>No. Vol.</u>	<u>5</u>	<u>Hours</u>	<u>642.95</u>	<u>x \$18.74</u>	<u>= \$ 11,934.13</u>
-----------------	----------	--------------	---------------	------------------	-----------------------

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category: Clerical - reception duties, assembly of files, filing, inventory, shipping
Law Clerk - reading in law library, write motions

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity. These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	<u>x</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
<u>Attorney</u>	<u>184</u>	<u>x</u>	<u>\$18.72</u>	<u>=</u>	<u>\$ 3444.48</u>
<u>Attorney</u>	<u>204</u>	<u>x</u>	<u>\$18.72</u>	<u>=</u>	<u>\$ 3,818.88</u>
<u>Attorney</u>	<u>59</u>	<u>x</u>	<u>\$18.74</u>	<u>=</u>	<u>\$ 1,104.48</u>
		<u>x</u>		<u>=</u>	<u>\$</u>
		<u>x</u>		<u>=</u>	<u>\$</u>

<u>No. Vol.</u>	<u>3</u>	<u>Total Hours</u>	<u>441</u>	<u>Total Value</u>	<u>\$ 8,367.84</u>
-----------------	----------	--------------------	------------	--------------------	--------------------

Post-it Note	757-5000 page 4
To: Clerk's Office	From: David Weber
Co-Clerk	Co
Phone # 445-5179	Phone #
800#	

Types of work performed by SPECIALIZED VOLUNTEERS in this category: _____

arrangements, readiness conferences, one atty. for jury trials, etc.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

No. of Volunteers	Hours	Dollar Benefit
2a: 10	972.5	\$ 13,351.75
2b: 5	642.95	\$ 4,834.13
2c: 1	447	\$ 3,357.84

DETAILS:

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated	Value	Item Donated	Value
	\$		\$
	\$		\$
	\$		\$

TOTAL DONATION:

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of Direct Supervision of Volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers).

atly 15	\$40.00	\$1440
Hours Inv 60	x Rate \$40.00	\$2400
clerical 1.0		\$12.00
		Total \$2532

- b. Cost of Program Coordination (total hours of program coordination times hourly rate of coordinator(s). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.)

Hours _____ x Rate _____ = [REDACTED]

c. Other program costs (volunteer Training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
<u>2 recognition plaques</u>	<u>\$60.00</u>
<u>7 gift certificates</u>	<u>\$35.00</u>
<u>recognition luncheon</u>	<u>\$50.00</u>

TOTAL OF OTHER PROGRAM COSTS

* [REDACTED]

d. TOTAL OF VOLUNTEER PROGRAM COST = [REDACTED]

(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteer, Item 2d (Page 2) \$ 30,559.72

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 0

ADD a + b \$ 30,559.72

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 3,440.00)

TOTAL PROGRAM BENEFIT \$ 27,119.72

6. RECRUITING:

Please describe your recruiting programs: Attorneys find us, however investigator trainees are sent by various colleges where Clem Johnson gives lectures to the students. Clerical volunteers are usually sent by the GAV program at the Services for Progress and some of the nearby high schools.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

One of our attorney volunteers, Ricky Crawford, was nominated by the Vista Branch office as "Volunteer of the Year" for the Public Defender's office.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 1998-99:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

To screen potential employees; to assist the department during peak periods and to act as a liaison in the community to train paralegals, investigators, and attorneys. Investigator interns - to teach the workings of PD investigations office while allowing them to receive on-hands training; teach different methods/criteria used by various investigative units

9. GENERAL INFORMATION:

Name of Person Completing Report: Kelly Pittman

Phone Number: 945-5179 Mail Stop No. N154 E-Mail KD1@Capd

Volunteer Coordinator: Kelly Durovic

Phone Number: 945-4036 Mail Stop N164 E-Mail Durovcpd

10. DEPARTMENT CERTIFICATION:


DEPARTMENT HEAD SIGNATURE

8/18/98
DATE